

Circuit Court for Wicomico County
Attn: Wendy Riley
P.O. Box 806
Salisbury, MD 21803-0870

Circuit Court for Wicomico County

Drug Court Resource Manager
Grant-Funded

Full -Time, Full-Benefits - Contractual

Salary: \$ 40,040

REFERENCES REQUIRED

Duties: This appointed position serves at the pleasure of the County Administrative Judge, and reports to the Drug Court Coordinator. Responsibilities include managing an active caseload of 50 participants, facilitating the ancillary services component of the drug court program and integrating the participants with those services, developing **NON CLINICAL** case plans with regard to life skills in six core areas, completing weekly case notes, monitoring participant progress and giving oral reports in court regarding that progress.

Requirements: Minimum of an Associates Degree (Bachelor's preferred) from an accredited college / university required in criminal justice, social work, public or business administration, Expert knowledge of the community and services to citizens in general. Two years of fieldwork or case management experience to include project or program case management in the field of addictions, human/family services, health services, public safety, law enforcement, or corrections. Exceptional oral and written communications skills.

This individual should have a mature, pleasant personality, and be able to work in a fast-paced environment while maintaining absolute accuracy and confidentiality. Must pass a criminal background check.

Closing Date: 5:00 p.m. August 23, 2013.

Apply: Send resume and application to:

Human Resources Dept.
P.O. Box 870,
Salisbury, MD 21803-0870
410-334-3105 Fax: 410-334-3111
Website: www.wicomicocounty.org
Email: hr@wicomicocounty.org